

Business Technology
Keyboarding
Course Code # 3715
½ Credit

School Year _____

Term: ____Fall____Spring

*Prerequisites: None**Recommended Prerequisite: Touch Keyboarding*

Student:	Grade:
Teacher:	School:
Number of Competencies in Course: 37	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Standard 1.0 The student will operate and maintain the workstation.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Interpret computer and keyboarding terminology.			
1.2	Manage the computer system and related software.			
1.3	Interpret the copyright and the ethical issues involved in using a computerized workstation.			
1.4	Analyze copyright laws.			

Standard 2.0 The student will operate the keyboard using the touch system.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Demonstrate correct body and hand position for keyboarding.			
2.2	Apply the touch system to develop basic keyboarding skills on the alphabetic and numeric keyboard.			

Standard 3.0 The student will apply language arts skills to prepare business documents.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Apply rules for spelling.			
3.2	Apply rules for punctuation and capitalization.			
3.3	Apply rules when using abbreviations.			
3.4	Use reference materials.			
3.5	Apply language arts skills (mailability standards) to all keyed documents.			

Standard 4.0 The student will demonstrate speed and accuracy using the touch system of keying.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Exhibit proper response patterns for gaining speed.			
4.2	Demonstrate proficiency and speed in keying straight copy.			
4.3	Produce mailable copy.			
4.4	Apply typography, layout and design rules.			
4.5	Produce evidence of skill in sentence and paragraph writing.			
4.6	Edit rough-draft documents using proofreader marks.			

Standard 5.0 The student will format text.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Plan and set margins.			
5.2	Plan and set tab stops.			
5.3	Plan and set indents and hanging indents.			
5.4	Plan and set decimal tab stops.			
5.5	Center text horizontally.			
5.6	Center text vertically.			
5.7	Format page numbers using headers and footers.			
5.8	Plan and center words, lines and problems vertically and horizontally.			
5.9	Key using the touch system at acceptable speed and accuracy levels.			

Standard 6.0 The student will key business documents.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Demonstrate proper keying and formatting technique for business documents.			
6.2	Compose, key and format information using a keyboard.			
6.3	Proofread documents for accuracy, content, grammar, spelling and punctuation.			
6.4	Make changes using revision or tracking mode.			

Standard 7.0 The student will demonstrate organizational and professional leadership skills.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
7.1	Demonstrate self-initiative through group projects.			
7.2	Examine the value of leadership skills.			
7.3	Illustrate image building and public relations techniques.			
7.4	Assess decision-making skills.			
7.5	Demonstrate effective teamwork and critical analysis applying conflict resolution techniques.			
7.6	Demonstrate parliamentary procedure skills through group activities.			
7.7	Analyze the goals and apply principles of Business Professionals of America and/or Future Business Leaders of America.			

Additional comments: _____